

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 8, 2008

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TITLE: Office Support Specialist II
POSITION NO: 07139
LOCATION: Public Health & Safety Division, Helena
STATUS: Full-Time/Permanent
UNION: MPEA
PAY GRADE: Pay Plan 20, Pay Band 4
STARTING SALARY: \$24,066 - \$30,077 annually. Depending on qualifications and internal equity.
SUPPLEMENT: No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 23, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Applicants must provide test results from Job Service for Word and Excel normal users within five days of the position's closing date.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position manages and coordinates primary office and administrative support functions of the division or an individual bureau. Duties include developing and coordinating support programs, processes, and services; establishing policies and procedures; providing input to program planning and budget development; providing quality assurance and

continuous improvement; coordinating and monitoring contracts; providing executive support to individuals and decision-making bodies; and overseeing or providing a range of office management and administrative support services.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: This position requires knowledge of office management; business communications; records management; customer service standards; operational and program planning; budgeting; quality assurance methods; contract solicitation and monitoring; and structures, functions, and protocols associated with formal boards and committees. This position is expected to develop a progressively responsible knowledge of public health program policies and procedures, emergency response procedures, and specialized database and reporting systems.

Skills: Skill in the operation of standard office equipment and software, such as word processing, database, and spreadsheets; compiling, analyzing, and reporting data; reviewing contracts, licenses, and other technical documents for accuracy; interpreting and responding to specialized information requests; and excellent written and verbal communication.

Abilities: Ability to hold oneself accountable; communicate both orally and verbally; listen effectively, transmit information accurately, understandably and appropriately; and use reason and logic to identify and solve problems.

EDUCATION/EXPERIENCE REQUIRED: One year of college or vocational training **AND** three years of job-related experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our**

office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and

4. Word/Excel normal users test results within five days of closing date.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.